

[Date]

[Employee Name

Address  
Grand Junction, CO 8150X]

Dear EE NAME,

This letter is to notify you that effective [5 business days from mail date], your employment with Hilltop Community Resources will be terminated due to job abandonment. We have attempted to contact you on the following occasions but have received no response from you:

* [Please list dates attempted contact was made & what communication avenue was used]

Please contact us before the effective date above, if you wish to discuss your employment status with Hilltop.

Please return any items belonging to Hilltop to your worksite, including [ENTER HILLTOP PROPERTY LIST HERE ex: building keys, gait belt, time clock badge and your name-tag]. Failure to return Hilltop property could be considered theft and law enforcement may be contacted. Your final paycheck, including any PTO due to you, will be available for you via direct deposit on the next regularly scheduled pay date following [effective date].

If you participate in Hilltop’s health insurance plan, you will be eligible for COBRA, which is a continuation of your health care coverage. You will receive notification via United States Postal Service, regarding your COBRA rights within the next few weeks.

Please don’t hesitate to contact your People Operations Business Partner at (970) 242-4400 if you have questions regarding this action.  A Departure Survey will be sent to your personal email If you would like to provide feedback regarding your Hilltop employment experience.

Respectfully,

[Supervisor Name

Supervisor Title

Supervisor Phone Number]

**Job Abandonment Separation Checklist for Supervisors**

|  |  |
| --- | --- |
| **BEFORE SEPARATION** | **DAY OF SEPARATION** |

|  |  |
| --- | --- |
|  | **VOLUNTARY** |
| **Admin** | **No-Call-No-Show Issue**. Employee has XX no call/no shows per program Attendance Policy.  **3 Attempts to Contact.** Supervisor/Manager attempts to contact employee via 1) phone call (leaving a voicemail if able), 2) text (forward screenshots to PeopleOps Business Partner), and 3) personal email (Include PeopleOps BP) *with request to respond by a specific date*.  **Job Abandonment Letter.** If no response is received by specified date, prepare Job Abandonment Letter (see template) which includes all attempted contact dates and methods of contact as well as Hilltop property to be returned.  **Letter Review & Processing.** Email completed Job Abandonment Letter to PeopleOps BP for review and certified mail processing.  **Employee Timecard.** Complete Employee’s Timecard using available PTO for missed time. If no PTO available, LWOP should be entered.  **Employee Termination Workflow in UKG.** Initiate using effective date specified in the letter.  **Notify PeopleOps Business Partner if Contacted by Employee.** If you are contacted by the employee prior to the specified termination date with a reasonable explanation for referenced no call/no shows to discuss possible next steps. |
| **Property** | **Returned Hilltop Property:**  Name Badge  Time Clock Badge  Keys  Uniform Shirts  Laptop/IT Equipment/Handheld Devices  Gait Belt  Company Credit Card  **Return** **Employee Property.** If necessary, supervisor will gather personal items from office, desk, locker, etc. to be made available to the employee. Supervisor will coordinate pick-up arrangements. |
| **Access** | **Notify IT** to shut off access to all Hilltop systems and forward emails to appropriate person.  **Shut off access** to any program specific systems that IT does not control.  **Email Property Services** to remove door access/arming codes to buildings.  Put in work order to **reset inside door codes** (offices, file rooms, etc). |
| **Other** | Notify program leadership/participants/vendors of departure, if necessary. |